

## Adding COVIDVAX Reason Code - HTML

Effective March 14, 2021, employees who obtain a COVID-19 Vaccination (Shot #1 or Shot #2) during the employee's scheduled working hours at a **Montgomery County, MD Run Clinic** may use the pay code **Hours Worked,** with the reason code: COVIDVAX.

What <u>may</u> be coded with Reason Code: COVIDVAX?

- Travel time from a County work site to the vaccine appointment in Montgomery County
- Appointment time
- Any appointment wait time
- Travel time back to the County work site

What may <u>not</u> be coded with Reason Code: COVIDVAX?

- Hours in excess of regular work hours for the day.
- Hours for an unscheduled day (although the employee may request a schedule adjustment to avoid excess hours in the week)
- Any appointment scheduled at a clinic run by another organization, that is not a Montgomery County, MD Run Clinic. This includes:
  - Veterans Affairs (VA) Medical Center
  - Hospital
  - Pharmacy
  - Maryland mass vaccination site
  - Any site located outside of Montgomery County, MD
- Time spent scheduling the appointment
- Unable to work due to post vaccine effects
- Travel time from home to the vaccine appointment
- Travel time from the vaccine appointment to home

Travel time from <u>home</u> to the appointment or returning <u>home</u> is considered normal work commute and should not be recorded. Excess Hours (overtime) is not approved for the purposes of obtaining a vaccine.



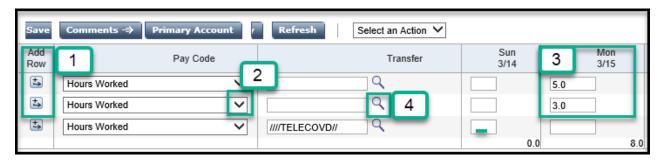
Page 1



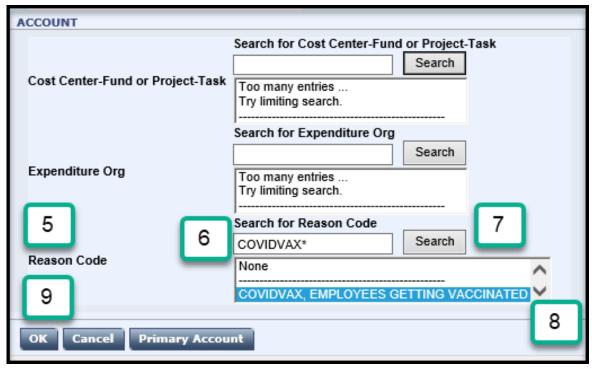
## Adding COVIDVAX Reason Code - HTML

## How do I add the COVIDVAX Reason Code to my timecard?

- 1. Add a row by clicking the "Add a Row" button
- 2. Select the Pay Code: **Hours Worked** for the new row;
- 3. Enter the amount of Hours to designate as **COVIDVAX** for the day and reduce hours on the old row, so total daily hours equal scheduled hours.
- 4. Under the Transfer column, click the magnifying glass to Search



- Look to the Reason Code section
- 6. Enter COVIDVAX\* (The asterisk is required to search)
- 7. Click Search
- 8. Highlight the words "COVIDVAX, EMPLOYEES GETTING VACCINATED"
- 9. Click OK



Page 2

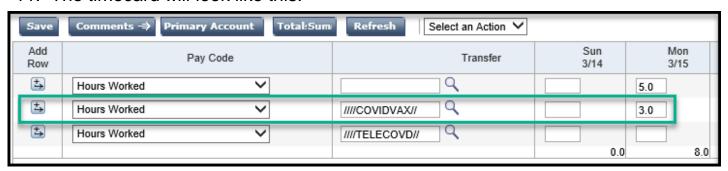


## Adding COVIDVAX Reason Code - HTML

10. After the initial search, the Reason Code will be remembered in your last five Transfers Dropdowns (Note: This gets periodically cleared)



11. The timecard will look like this:



Employees who receive vaccines run by **other organizations** must use a personal leave type or schedule appointments outside of their regularly scheduled hours. During the COVID-19 Event, employees may utilize <u>any</u> personal leave type: sick leave, PTO-Paid Time Off, Sick and Safe Leave, or other available leave types: annual leave, compensatory leave, and comp leave supp, subject to manager approval.

During the COVID-19 Event, employees unable to work due to **post-vaccine effects** may utilize any personal leave type: sick leave, PTO-Paid Time Off, Sick and Safe Leave, or other available leave types: annual leave, compensatory leave, and comp leave supp, subject to manager approval.

Note – If you find that you are not able to utilize any of the drop-down features of MCtime, it is most likely a compatibility and trusted sites issue. On the MCtime Informational website, <a href="https://www.montgomerycountymd.gov/MCtime">www.montgomerycountymd.gov/MCtime</a>, is a Job Aid: **Technical Issue Checking**Compatibility. If you are not comfortable troubleshooting on your own, please contact the Help Desk at 240-777-2828, for assistance.

Questions related to how to enter a Project Task, Expenditure Org or Reason Code should be directed to **MCtime** at MCtime.Finance@montgomerycountymd.gov.

